



# *City of Seat Pleasant*

*Office of the City Administrator*

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## **ACTING CITY ADMINISTRATOR REPORT OCTOBER 6, 2016**

### **Progress**

During the past month the City has made some significant progress towards “Smart City” of Excellence that offers “Smart City Services that is better, faster, and personalized making it a City for using information and communication technology, with the internet of things”. At the first executive team meeting with the new department directors, the Acting City Administrator (ACM) addressed the need to be proactive and focused on the following criteria as issues that need to be resolved sooner rather than later:

- The need to assign a City Public Safety Officer to establish evacuation plans for employees and citizens in the event of an emergency, and to schedule active shooter training for employees, and elected officials
- Begin the process of educating, empowering, and engaging residents regarding personal safety issues, the rationale for certain codes pertaining to trash and property maintenance
- Establish a goal of 48 hours to respond to requests from citizens, council requests, mayor, or city administrator
- Create an Economic Development page for the City’s website
- Resolve abatements on private vacant property as a priority
- Prepare recommendation to the Council on restoration of the gaskins Property
- Establish policies for complying with Clean Water mandates
- Prepare significant articles for the City’s newsletter to educate the community on the City’s progress with regard to development, Smart City Project, public safety issues, etc.
- Schedule the State Highway Administration Traffic Engineer to present to the citizenry and Council on traffic issues on MK Highway
- Review Community Events to assess and evaluate poor attendance and develop strategies for improving and/or eliminating events
- Public Works to determine hours of operation and staffing beyond the 3pm threshold

### **Meetings/Conference Calls/Consultations**

The ACM and the Economic Development Director met with the City’s consultant on the Zero Waste Plan and provided her with significant recommendations for revising and updating the plan. Contracts were signed for the copier, and red light camera and collections, and the finance department is moving ahead with the FY 2016 Audit. The Council has approved the additional expenditures required.

The ACM conferred with the City’s attorney on legal matters pertaining to personnel. The ACM also submitted to the Mayor 30 day and six month goals. A SWOT Analysis was also submitted.